



# Dealer User Guide

July 2014

webDEALER 1.2.0



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



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# Overview

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## What can webDEALER do for you?

Title work is submitted electronically to county offices. Included with each submission are images of the required documents necessary to process the title application including, but not limited to, the Manufacturer's Certificate of Origin (MCO), Form 130-U, Statement of Fact, and Power of Attorney. WebDEALER provides a straight forward process to transfer information quickly from a dealer's management system to webDEALER, as well as a manual entry option (keyboard entry). When you're ready, submitting the title application to the county is literally a click of a button.

## Features

Entering title applications on the web allows dealers and counties to use a more streamlined title and registration application process for a more efficient approval process:

- Validation of allocated inventory to dealers.
- System monitoring of the number of outstanding title transactions for a dealership eliminates the need of the Form VTR-31-RTS requirement.
- Option to setup dealers without inventory – instead the county assigns the plate and prints the sticker. No bonding required.
- Allows your dealership to electronically submit title applications to multiple counties, once approved and set up by each county.
- Transfer of special plates with live calculation of the prorated fees.
- Easily see the reason for the return of a title transaction.
- Visibility of all titles from start to finish.
- Payments for each transaction are calculated precisely.



## Special Note on Signatures

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With webDEALER, there are two ways a dealer can process and complete a webDEALER transaction:

1. Upload of the completed Application for Texas Title (Form 130-U), or
2. Electronically capture the seller's and buyer's signature using the Seller's Disclosure and Buyer's Acknowledgement login page.

### Upload of the Application for Texas Title (Form 130-U)

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This method requires the dealer to upload the title application (Form 130-U) in order for the transaction to be electronically processed in webDEALER. The "Closer" at the dealership will not have to login to webDEALER to create the "Seller's Disclosure" and get the "Buyer's Acknowledgment" during the closing. Instead, the "Closer" and buyer(s) will continue to sign the Form 130-U as they normally do, and the dealership's titling clerk will then upload it when processing the transaction.

### Electronically capture the buyer's signature using a buyer's login page and acknowledgement

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This method requires that the dealer begins the transaction by creating the seller's disclosure page at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to "login" to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, Date of Birth, Driver License/ID card audit number and last four-digits of the Social Security number to complete the Buyer's Acknowledgement page. A successful login and acknowledgement by the buyer constitutes the required signature for the odometer reading and sales price. The Form 130-U is not required to be uploaded in this case, and this will be evident when processing the transaction through this method.

See Appendix 2 for a detailed list of requirements for the buyer's acknowledgement process.



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# Getting Started

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## What to expect

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The county tax office and TxDMV staff are available to answer your questions.

In order to have access to webDEALER, you must have access to eTags. The Username and Password for eTags will be the same for webDEALER. Dealers must provide the county with an eTags Username for the dealer's first administrative user. The eTags Username is required for the county to authorize a user to access webDEALER.

Please review the Equipment Requirements section in the appendix to ensure your equipment is compatible and you have all needed supplies.

## Setup

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The county tax office will set up the dealership in webDEALER. In addition to setting up the dealership, they will also set up the initial user to be the administrator at the dealership. The dealership administrator is responsible for adding additional users.

To submit title applications to multiple counties, each of those counties must authorize your dealership.

## Recommendations

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1. To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). Your county tax office can assist with this process.
2. To ensure the process is working, we recommend processing at least one or two titles during the first week.

## You should know

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The Form VTR-31-RTS is not required for a webDEALER transaction.

You cannot set a bookmark for webDEALER once the application has been started. You will need to access it through the login page each time.

The MCO must be scanned, attached, and show both sides (with the "Surrendered" stamp on the back).



## Reminder check list

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Please have the following items ready to begin processing your title applications:

- ☐ Internet capability
- ☐ URL for webDEALER ( <https://webdealer.txdmv.gov> )
- ☐ eTags user accounts set up, *and access to webDEALER verified*
- ☐ Printer
- ☐ Scanner
- ☐ Surrendered stamp

If you have any questions, please contact your county tax office.

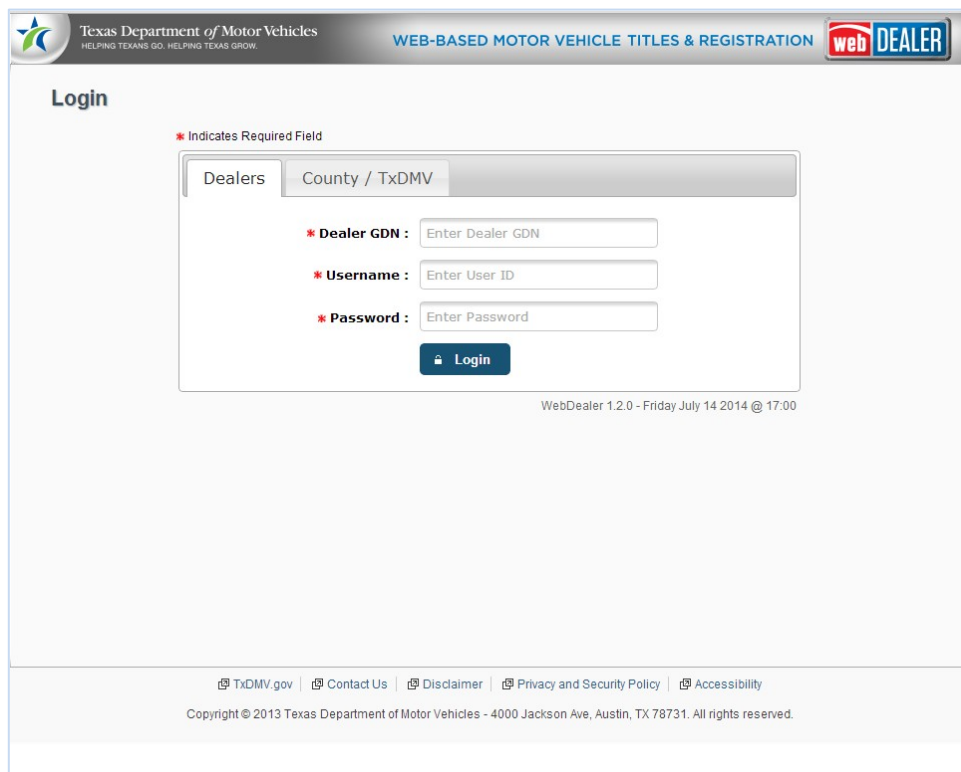
# Add Users

webDEALER is designed to have a minimum of two users within the dealership designated as administrators with access to all Assigned Permissions. The administrator adds users to the dealership.

Users must first have access to eTags in order to access webDEALER. The Username and Password for eTags will be the same for webDEALER. *Note: Password resets must be completed through eTags.*

## To add a user to webDEALER

1. The administrator logs into webDEALER.



The screenshot shows the login interface for the Texas Department of Motor Vehicles' webDEALER system. The header includes the Texas Department of Motor Vehicles logo, the text "HELPING TEXANS GO. HELPING TEXAS GROW.", and the "web DEALER" logo. The main heading is "Login". Below it, a note states "\* Indicates Required Field". The login form contains two tabs: "Dealers" and "County / TxDMV". Under the "Dealers" tab, there are three required fields: "\* Dealer GDN" with the placeholder "Enter Dealer GDN", "\* Username" with the placeholder "Enter User ID", and "\* Password" with the placeholder "Enter Password". A "Login" button is located below these fields. At the bottom of the form area, the text "WebDealer 1.2.0 - Friday July 14 2014 @ 17:00" is displayed. The footer contains links for "TxDMV.gov", "Contact Us", "Disclaimer", "Privacy and Security Policy", and "Accessibility", followed by the copyright notice: "Copyright © 2013 Texas Department of Motor Vehicles - 4000 Jackson Ave, Austin, TX 78731. All rights reserved."



- On the home page in webDEALER, click the “Administration” tab.

Texas Department of Motor Vehicles  
HELPING TEXANS GO, HELPING TEXAS GROW

WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION

web DEALER

Home Page Titles Payments Administration Support

Search Deal # or VIN

NIRAV

Welcome NIRAV PATEL

You last logged in on Jun 23, 2014

Dealer: LEIF JOHNSON FORD - 12931 RESEARCH BLVD, A Set Location GDN Category: MOTOR VEHICLE

**Titles**

Returned: 0  
In-Progress: 24  
Submitted: 6  
Imported: 5

Start a New Title Application  
DMS Import

**Account Maintenance**

View Dealer Details  
Add New User

**In-Progress Titles**

Created On	Deal #	VIN #	Vehicle
Sep 27, 2013	167747	1FADP3J25DL255149	2013 FORD FOC
Sep 27, 2013	168111	1FTFW1ET3DFA79116	2013 FORD F15
Sep 27, 2013	168044	1FTFW1R61DFB44520	2013 FORD F15
Feb 25, 2014	---	3B7ME33CXP112633	2015 DODGE 12D
Feb 26, 2014	---	2GCEK19R0V1208512	2014 CHEVROLET 2M
Feb 26, 2014	---	JY44WUW03WA037641	2013 YAMAHA 2D
Mar 6, 2014	---	1FTNF1CF4DKD30377	2013 FORD 44A
Mar 10, 2014	---	1G3AG55MR6427522	2014 OLDSMOBILE CIS
Apr 9, 2014	2819	1FTFX1CF3DKD41394	2013 FORD F15
May 6, 2014	772	4F4YR16U02TM08291	2014 MAZDA 201

View All In-Progress Titles

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- Dealer Details lists the dealership information and currently authorized users.
- On the Dealer Details page, click “Add User.”

**Dealer Details**

Dealer ID: 80843  
Dealer GDN: P51769  
GDN Category: MOTOR VEHICLE  
Business Name: LEIF JOHNSON FORD II LTD  
Doing Business As: LEIF JOHNSON FORD  
Contact Name: ---

Add User

Dealer Address  
12931 RESEARCH BLVD,  
AUSTIN, TX 78765

Dealer Configuration by County

List of Associated Users

User Name	Name	Email	Status	Action
XHAMIL	DAN HAMILTON	dan.hamilton@txdmv.gov	Active	Remove Association Lock User
JZWIEN	JIM ZWIENER	jzwien-c@txdmv.gov	Locked	Remove Association Unlock User
KMCKEE	KATHY MCKEE	kathy.mckee@txdmv.gov	Active	Remove Association Lock User
BBROWN6	BOB BROWN	kmckee-c@txdmv.gov	Active	Remove Association Lock User
NPATEL1	NIRAV PATEL	nirav.patel@txdmv.gov	Active	





5. Search for the user by entering their eTags information. Enter their Username, or their First and Last Name, or their email Address. Click "Search." *Note: A search by the Username yields the best results.*

**Search User**

Dealer ID: 80843  
Dealer Name: LEIF JOHNSON FORD - LEIF JOHNSON FORD II LTD

**Search Criteria**

Use one of the following fields to search existing users.

Username :

First Name :

Last Name :

Email :

6. From the search results, locate the user to add, and click "Add to Dealer" under the Action column.

**Search User**

Dealer ID: 80843  
Dealer Name: LEIF JOHNSON FORD - LEIF JOHNSON FORD II LTD

**Search Criteria**

Use one of the following fields to search existing users.

Username : JZWIE1

First Name :

Last Name :

Email :

1 user(s) found.

User Name	Name	Email	Action
JZWIE1	JIM ZWIENER	Jim.Zwiener@tdmv.gov	<a href="#">Add to Dealer</a>



7. Choose options for the user under the Assigned Permissions. *Note: The “Web Service Access” permission is for setup of a dealer vendor integrated solution. It is for future use. More information will be made available when piloting of the integrated solution is complete.*

**User Details**

<b>Username:</b> JZWIE1	<b>Status:</b> Active
<b>Name:</b> JIM ZWIENER	<b>Email:</b> jim.zwiener@txdmv.gov

**Dealer ID:** 80843  
**Dealer Name:** LEIF JOHNSON FORD - LEIF JOHNSON FORD II LTD

**Assigned Permissions**

- ☒ Administrator (Manage Account and Users)
- ☒ View Title
- ☒ Add/Edit Title
- ☒ View Payment
- ☐ Web Service Access

**Save** **Cancel**

8. Click “Save.”

*Note: The “Dealer Configuration by County” button on the “Dealer Details” page displays the allowances placed on the dealership by each county.*

**Dealer Configuration by County**

**County:** TRAVIS - 227

**Maximum Unapproved Title Applications allowed:** 50

**Issue Plate Inventory:** Yes

**RTS Dealer ID:** 1

**Issue Registration Stickers:** No

# Title Application – Seller Disclosure

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The Seller Disclosure information must be completed and saved before you can continue with the title application. It is on the Seller Disclosure page where the dealer makes the choice to file the title transaction by capturing an electronic signature of the seller and buyer, or to upload the Form 130-U.

There are two ways to begin title applications.

## Using an imported file

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1. Proceed at the time of importing a file

If you have finished importing a transaction, select “Title Preview” to view the import information. To complete the Seller Disclosure, click on the “Seller Disclosure” icon.

The vehicle information in the Seller Disclosure section of the title application is populated with the VIN, deal number, year, make, model, and body style, as applicable.

2. Previously imported file

If title transactions were previously imported, locate these transactions from the home page. Click the blue “Imported” number in the titles activity box. This displays a search filter box to assist in locating the transaction to be worked. Once the transaction is found, click the “VIN” to open the Title Preview.

Additionally, you can also locate the transaction from the home page by placing your cursor over the “Titles” tab and selecting “Title Search” from the dropdown. Use the search filter box with the status of Import, and click the “VIN” to open the Title Preview.

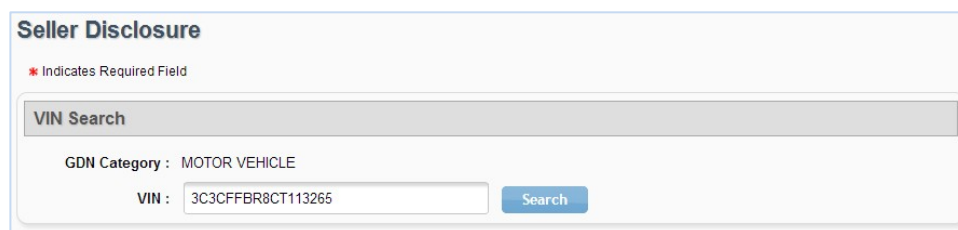
*Note: Please refer to the Importing DMS Files section found in the Appendix for more information.*

## Creating a title application manually

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To create an application by entering all information manually, begin on the home page.

1. Click on “Start a New Title Application” in the titles activity box.
2. Enter the “VIN” and click “Search.”



The screenshot shows a web form titled "Seller Disclosure". At the top left, there is a red asterisk icon followed by the text "Indicates Required Field". Below this, there is a section titled "VIN Search" with a light gray background. Inside this section, the text "GDN Category : MOTOR VEHICLE" is displayed. Below that, there is a text input field labeled "VIN :" containing the value "3C3CFFBR8CT113265". To the right of the input field is a blue button labeled "Search".

The vehicle information will populate with the year, make, model, and body style. In the event that these values are not populated, they must be entered by the user.



3. Enter the optional "Deal #." See the next page for more details on the entries for this page.

**Seller Disclosure** [Search Again](#)

\* Indicates Required Field

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

**Vehicle Information**

GDN Category : MOTOR VEHICLE  
VIN : 3C3CFFBR8CT113265  
Deal No :

\* Year : 2012  
\* Vehicle Make : FIAT : FIAT  
\* Vehicle Model : 5SP  
\* Body Style : 2H

**Buyer ID Information**

\* ID Type : Choose One  
\* ID # :   
Email :

**Processing County**

\* County : Choose One

**Sales Price and Odometer Reading**

\* Sales Price (after Rebate) :   
\* Odometer Reading :   
\* Odometer Brand : Actual Mileage  
Odometer Reading Exempt : ☐ ?

\* Choose One: ☒ Upload 130-U ☐ Complete Buyer Acknowledgment Electronically

☐ YOU HAVE ELECTED TO MANUALLY UPLOAD THE SIGNED 130-U FORM. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE REJECTED BY THE COUNTY.

[Save](#)

### To complete the Seller Disclosure:

1. Enter the buyer's ID Information: ID type, ID number, and email address.

**Buyer ID Information**

\* ID Type : Choose One  
\* ID # :   
Email :

**Processing County**

Choose One  
Driver's License/Id Card  
Passport  
US Military  
US Immigration/DOJ  
Department of State  
Department of Homeland Security  
FEIN / EIN



2. From the dropdown, select the buyer's choice of county to process the title application. *Note: If the buyer chooses to have the title application and taxes paid to a county not listed in the dropdown, the title application cannot be processed through webDEALER.*
3. Enter Sales Price. This will include the rebate amount. The trade-in amount and vehicle information will be entered on the sales tax portion of the application later in the application process.
4. Enter the Odometer Reading, and select the Odometer Brand. Select Exempt if it applies.
5. Select "Upload 130-U" or "Complete Buyer Acknowledgement Electronically." This selection is based upon your dealership's process.
6. Check the "Certification Box" and "Save."

The screenshot shows a web form with three main sections:

- Buyer ID Information:** Includes fields for ID Type (dropdown menu showing "Driver's License/ID Card"), ID # (text box with "22210026"), State (dropdown menu showing "TX"), and Email (text box).
- Processing County:** Includes a County dropdown menu showing "TRAVIS - 227".
- Sales Price and Odometer Reading:** Includes fields for Sales Price (after Rebate) (text box with "23995"), Odometer Reading (text box with "25"), and Odometer Brand (dropdown menu showing "Actual Mileage"). There is also a checkbox for "Odometer Reading Exempt" with a question mark icon.

At the bottom, there is a "Choose One" section with two radio buttons: "Upload 130-U" (selected) and "Complete Buyer Acknowledgement Electronically". Below this is a checkbox labeled "YOU HAVE ELECTED TO MANUALLY UPLOAD THE SIGNED 130-U FORM. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE REJECTED BY THE COUNTY." and a "Save" button.

*Note: "Complete Buyer Acknowledgement Electronically" (at the bottom of this screen) is only available when a Texas Driver License or ID card is selected. If a Texas Driver License or ID card is not selected, only the "Upload 130-U" option is available.*

7. When the Seller's Disclosure is saved, the title application status is marked In-Progress, and you are advanced to the Vehicle Information page. (Once the Seller's Disclosure has been saved, the "Closer" does not have to complete the remaining information.)

*Note: If the buyer's email address was provided and "Complete Buyer Acknowledgement Electronically" is chosen, an email is immediately sent containing the link to the Buyer Acknowledgement login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in the dealer's internet browser).*

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# The Buyer Acknowledgement

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**This section only applies to title applications where the option to “Complete Buyer Acknowledgement Electronically” is chosen.** *Note: There is a \$0.50 Owner Verification Fee for completing the Buyer’s Acknowledgement. The fee is charged to the buyer.*

The information in the Seller Disclosure section of the title application is the information used to populate the Buyer Acknowledgement, which can be completed immediately after the Seller Disclosure page is saved. Once the Seller Disclosure section is completed and saved, a system generated email is sent to the buyer if an e-mail address was provided. The buyer accesses the webDEALER Buyer Acknowledgement Login website through the link supplied in the email (or through a bookmark on a P.C.) and acknowledges the information is correct.

Once the Seller Disclosure is saved, the information contained cannot be changed. If any information is incorrect, the application must be voided and another application created. The title application cannot be submitted to the county without the buyer acknowledging the information is correct.

## To complete the Buyer Acknowledgement

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1. Open the email from webDEALER.
2. The email contains a hyperlink to the webDEALER Buyer Acknowledgement Login website. “Click” the URL, or copy and paste the URL address in the web browser.
3. The Buyer must enter:
  - The last 8 digits of the VIN of the vehicle they are purchasing
  - Their Texas Driver License/ID number
  - Their Driver License/ID audit number
  - Their date of birth
  - Last 4 digits of their SSN

### Login

★ Indicates Required Field

Enter the purchased vehicle's VIN and your Driver License or ID information, then select 'Login'.

Buyer

★ Last 8 Digits of VIN :

★ Driver License or ID Number :

★ Date of Birth : 01/02/1993 (mm/dd/yyyy)

★ Audit Number :

★ Last 4 Digits of Social Security Number :

Use the example Texas Driver License/ID cards to locate the required information.

12345678

TX 5-04

Driver License Number

00346160279

Audit Number

12345678

TX 5-04

Driver License Number

00346160279

Audit Number

Login

- Click "Login."
- The Buyer Agreement page displays the vehicle information along with the sales information.

### Buyer Agreement

The following title application record matched your provided VIN:

VIN: \*\*\*\*\*DL522823

Vehicle Make: FORD

Vehicle Model: CMA

Year: 2013

Odometer Reading: 90 (Actual Mileage)

Owner: [REDACTED]

Processing County: MCLENNAN - 161

#### Sales Information

Original Price:	\$27,768.99
Less Rebate:	\$750.00
Sales Price:	\$27,048.99
Less Trade-In:	0.00
Taxable Amount:	\$27,048.99

Please verify the vehicle, odometer reading and sales information.  
If any of the information is incorrect, select Cancel and notify the dealer.  
If all of the information is correct, select certification checkbox below and select I Agree.

☒ I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Cancel I Agree

*Note: The buyer can print a copy by clicking the printer icon in the top right corner of the agreement.*

- If the information is correct, the buyer will click the box beside the certification statement.
- Click "I agree."
- A confirmation screen displays with the message "Thank you for verifying the information. Your acknowledgement has been sent to the dealership. You may close this window."

### Buyer Agreement

Thank you for verifying the title information. Your acknowledgement has been sent to the dealership. You may close this window.

VIN: \*\*\*\*\*DL522823

Sales Information

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The title application is automatically updated.

The dealer can now complete the rest of the title application for submission to the county tax office.



*Note: Texas Driver Licenses/IDs are checked against an outside database each time the buyer logs in to the Buyer Acknowledgement Login website using driver license/ID information.*

*After the buyer attempts to log in three times unsuccessfully, you must wait 24 hours before the buyer can try again.*

WDDLRLBUYERACK1113



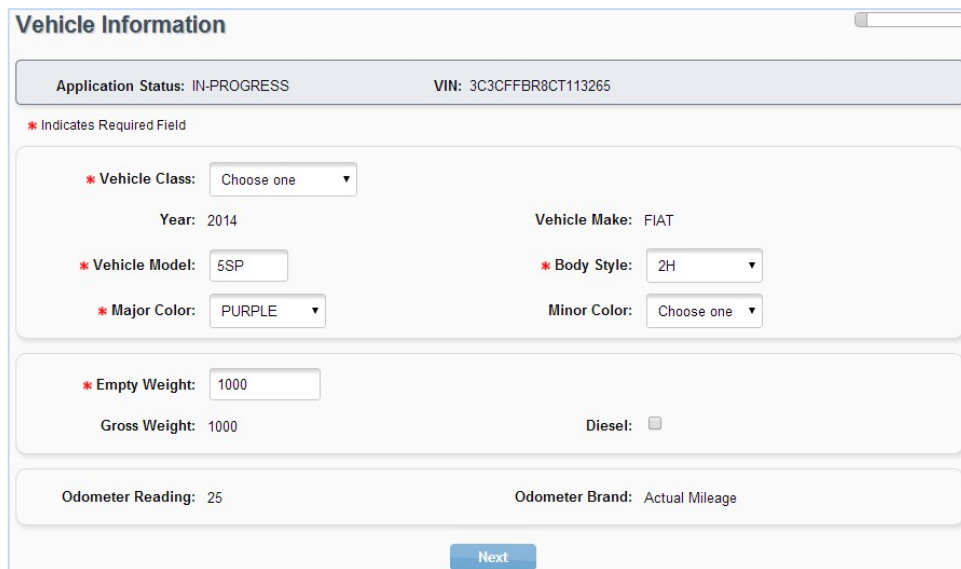
# Completing the Application

After the Seller Disclosure is saved, the title application status is marked “In-Progress.”

To complete the remaining application information, select the VIN for an In-Progress title to open the Title Preview page, and click the edit icon located in the upper right corner of each section.

## Vehicle Information

Complete the Vehicle Information page and click “Next.” *Note: This screen will display differently based on the type of dealer.*



**Vehicle Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

\* Vehicle Class: Choose one

Year: 2014 Vehicle Make: FIAT

\* Vehicle Model: 5SP \* Body Style: 2H

\* Major Color: PURPLE Minor Color: Choose one

\* Empty Weight: 1000

Gross Weight: 1000 Diesel: ☐

Odometer Reading: 25 Odometer Brand: Actual Mileage

Next

## Additional Title Information

There are only two items on this page, and both are already selected. Click “Next.”



**Additional Title Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

☒ BUYER TAG

**Ownership Evidence**

Ownership Evidence: ☒ MANUFACTURER'S CERT. OF ORIGIN

Previous Next



## Lienholder Information

Cash sales and financed sales are indicated on this page.

1. To record a lien, click “Lienholder(s).”

**Lienholder Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

\* Type of Sale : ☒ No Lien ☐ Lienholder(s)

\* Type of Title : ☒ Paper ☐ Electronic

Previous Next

2. Enter the certified Lienholder Id and date of lien. If the lienholder is Electronic Lien Title (ELT) certified, leave Type of Title as “Electronic.” Click “Search.”

**Lienholder Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

Certified Lienholder Local Lienholder

Lien No: 1

\* Lienholder Id : 20491933900

\* Date : 06/23/2014 (mm/dd/yyyy)

\* Type of Title : ☒ Electronic ☐ Printed

Search Cancel

3. Confirm the ELT lienholder results and click “Save.”

**Lienholder Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

Certified Lienholder

Lien No: 1

\* Lienholder Id : 20491933900

\* Date : 06/23/2014 (mm/dd/yyyy)

\* Type of Title : ☒ Electronic ☐ Printed

**Certified Lienholder Name/Address**

CROSSROADS EQUIP LEASE & FIN  
9121 HAVEN AVE,  
RANCHO CUCAMONGA, CA 91730

Cancel Save



- Lienholder is added to the list of lienholders.

**Lienholder Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

Action	Type	Lien No	Date	Name	Certified ID
<a href="#">Modify</a>   <a href="#">View</a>   <a href="#">Delete</a>	Etitle	1	06/23/2014	CROSSROADS EQUIP LEASE & FIN	20491933900

[Previous](#) [Next](#)

- Click "Next."

## Owner Information

Complete the Owner Information page and click "Next."

**Owner Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

\* Name 1 : JONATHAN LLYOD

Name 2 :

\* Address : 123 MAIN ST

City : AUSTIN

\* Resident County : TRAVIS

\* State : TX

\* Zip : 78701

Email : jonathan@ccl.com

Email Reminder : ☒

Renewal Recipient Name : (if different than owner)

Address :

City :

State :

Zip :

[Previous](#) [Next](#)



## Vehicle Physical Location

---

If applicable, enter the Vehicle Physical Location. Click “Next.”

**Vehicle Physical Location**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

Address:

City:

State:

Zip:

Previous

Next

## Plates and Stickers

Depending upon the processing county chosen on the Seller Disclosure page, dealers may or may not have plates to assign.

1. If plates are supplied by the county, enter the Plate Number, and click “Next.”
2. If plates are not supplied by the county where the title application is being submitted, the New Plate will indicate “(County Issued).” Click “Next” to continue.



**Plate and Sticker Information**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

**Plate Information**

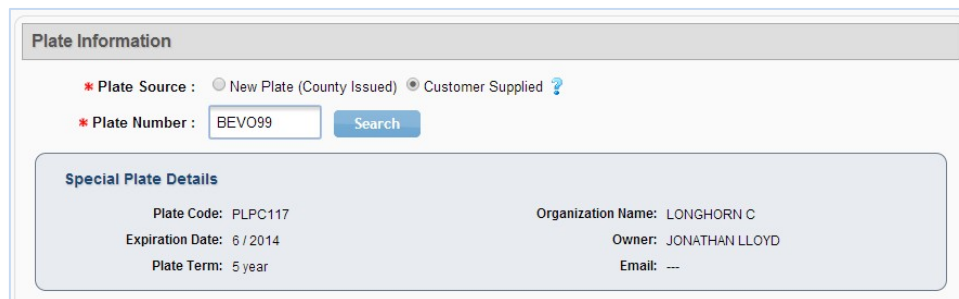
\* Plate Source : ☒ New Plate (County Issued) ☐ Customer Supplied ?

**Sticker Information**

Sticker Type: ☒ Windshield ☐ Plate Sticker

Previous Next

3. If the buyer desires to transfer an existing plate (may be a general issue or special plate) to the new vehicle, select “Customer Supplied,” and enter the plate number. Click “Search” to return the plate ownership information. Confirm that the license plate owner is the same as the buyer, and click “Next.”



**Plate Information**

\* Plate Source : ☐ New Plate (County Issued) ☒ Customer Supplied ?

\* Plate Number : BEVO99 Search

**Special Plate Details**

Plate Code: PLPC117	Organization Name: LONGHORN C
Expiration Date: 6 / 2014	Owner: JONATHAN LLOYD
Plate Term: 5 year	Email: ---

*Note: Some Customer Supplied plates are special plates and may result in a prorated fee to sync the special plate expiration with the new vehicle registration. This fee will be calculated in the Fees section of the title application.*



## Sales Tax Information

Enter the applicable sales tax information, including the trade-in. Click “Next.” *Note: The “Trade-in Information” displays once the “Trade-in Allowance” is entered.*

**Sales Tax**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

**Sales and Use Tax**

\* Sales Tax Category: SALES/USE

\* Sales Tax Date: 06/23/2014 (mm/dd/yyyy)

Sales Price: \$23,995.00 (\$ ) Rebate has been deducted

Trade-in Allowance: \$ 6550.00 Please fill Trade-In Information section below.

Trade-In Information

Year: 2007 (YYY) Vehicle Make: FORD : FORD

VIN: 4T1BF3EKXBU214441

Previous Next

## Evidence of Ownership and Supporting Documents

Upload the appropriate Evidence of Ownership document on this page. If the title application requires additional supporting documents, upload those as well.

**Evidence of Ownership and Supporting Documents**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

**Evidence of Ownership**

\* Document Type : Choose One

\* Document : Choose File No file chosen Add

**Supporting Documents**

Document Type : Choose One

Document : Choose File No file chosen Add

Title Preview View Required Documents List



Press View Required Documents List to view missing documents.

**Missing Documents** ✕

Please upload the following documents to complete the application.

- Manufacturer Certificate of Origin
- Odometer Disclosure Statement
- 130-U Application for Texas Title

Title Preview **View Required Documents List**

*Note: If a signed Odometer Disclosure Statement is on the back of the MCO, this can be specified upon upload of the MCO. If this is not the case, a separate statement is required to be uploaded.*

**Evidence of Ownership and Supporting Documents**

**Application Status:** IN-PROGRESS **VIN:** 3C3CFFBR8CT113265

Document Type	Uploaded On	Uploaded By	Actions
Manufacturer's Cert. of Origin (Odometer Disclosure Statement included)	Jun 23, 2014 2:56:12 PM	NIRAV PATEL	<a href="#">View...</a> <a href="#">Remove...</a>
130-U Application for Texas Title	Jun 23, 2014 2:56:18 PM	NIRAV PATEL	<a href="#">View...</a> <a href="#">Remove...</a>

\* Indicates Required Field

**Evidence of Ownership**

\* Document Type :

\* Document :  No file chosen

**Supporting Documents**

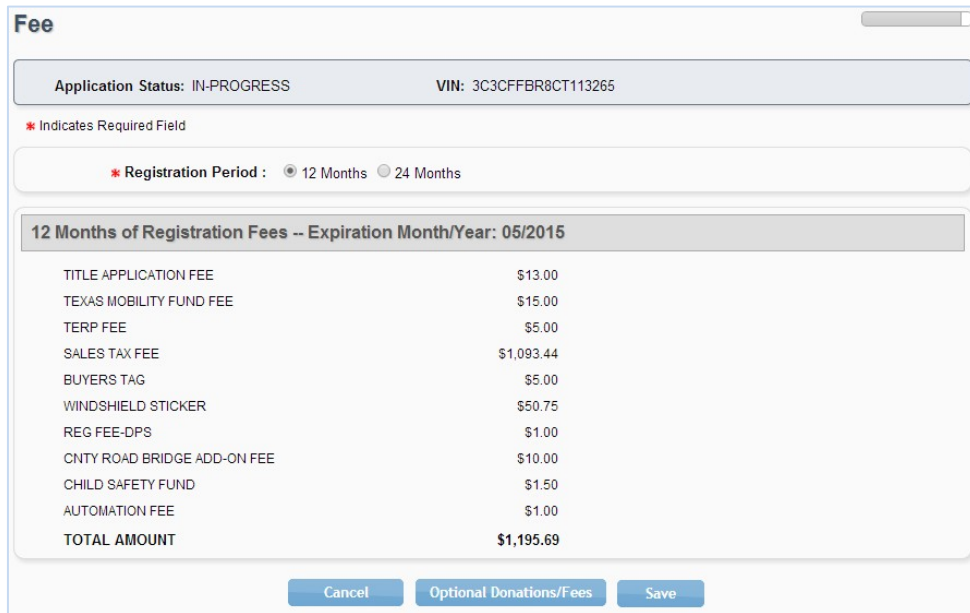
Document Type :

Document :  No file chosen

Each document is shown at the top of the page as they are uploaded. Title Preview becomes available when all document requirements are met.

## Fees

1. From the Title Preview page, click the edit icon next to Fees.
2. If the buyer wishes to make a donation to the Organ Donor Donation Fund, Veterans' Fund or the State Parks, click "Optional Donations/Fees."



**Fee**

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

\* Indicates Required Field


\* Registration Period : ☒ 12 Months ☐ 24 Months

**12 Months of Registration Fees -- Expiration Month/Year: 05/2015**

TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$15.00
TERP FEE	\$5.00
SALES TAX FEE	\$1,093.44
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$50.75
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
AUTOMATION FEE	\$1.00
<b>TOTAL AMOUNT</b>	<b>\$1,195.69</b>

Cancel Optional Donations/Fees Save

3. Additional changes can be made to the donations portion of the page. When the correct amount is displayed, click on "Update Fees."



**Optional Fees and Donations**

Organ Donor Donation : ☒ (\$1.00)

Veterans' Fund : \$

State Parks Donation : \$

Update Fees

4. When the fee amounts are correct, click "Save."



# Printing Receipts

The first opportunity to issue the buyer a title application receipt is immediately after the application is submitted to the county. It will have a webDEALER Title ID number (Fig. 1 & 2).

**Sticker/Owner Receipt**

**WEB DEALER ORIGINAL TITLE**

COUNTY: MCLENNAN      TAC NAME: RANDY H. RIGGS, CPA  
 DATE NO: BBB0001      DATE: 11/09/2013      EFFECTIVE DATE: 11/09/2013  
 DOCUMENT NO:      USER: KJASOL      WEB TITLE ID: 3980

RENEWAL RECIPIENT NAME AND ADDRESS      OWNER NAME AND ADDRESS  
 TMA TEST      TMA TEST  
 FOB 122      384 PICKLE  
 AUSTIN, TX 78555      AUSTIN, TX 83737

VEHICLE LOCATION ADDRESS      REGISTRATION CLASS: PASSENGER-LESS/EQL 6000  
 241 BOND ST      EXPIRATION DATE: 6/2016  
 PFLUGERVILLE, TX 78554      ORGANIZATION: WS

VEHICLE IDENTIFICATION NO: 2G1ALBEK5E1137017      VEHICLE CLASSIFICATION: PASS  
 YR/MAKE: 2014/FORD MODEL: F15 BODY STYLE: PK      UNIT NO:  
 EMPTY WT: 4500 CARRYING CAPACITY: 1000 GROSS WT: 4500 TRAILER TYPE:  
 PREV OWNER NAME: CHAMPION CHRYSLER DODGE      PREV CITY/STATE: ,  
 INVENTORY ITEM(S)      PREV VIN: 2G1ALBEK5E1137017

VEHICLE RECORD NOTATIONS      ACTUAL MILEAGE      MAJOR COLOR: BROWN

ODOMETER READING: 23      BRAND: A  
 OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN  
 1ST LIEN      DATE: 11/04/2013  
 2ND LIEN      Date of Assignment/Sales Tax Date: 07/01/2014  
 3RD LIEN      Sales Price \$ 3,515.00

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

**10 14**  
 TRAVIS      DEB76118

Fig. 1

Dealer Issued Plate  
Inventory and Sticker  
Receipt

**WEB DEALER ORIGINAL TITLE**

COUNTY: MCLENNAN      TAC NAME: RANDY H. RIGGS, CPA  
 DATE: 07/09/2014      EFFECTIVE DATE: 07/09/2014  
 TIME: 11:59AM      EXPIRATION DATE: 6/2016  
 USER: KJASOL      WEB TITLE ID: 3980

OWNER NAME AND ADDRESS  
 KAYLA LEE  
 384 PICKLE  
 AUSTIN, TX 83737

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000  
 PLATE TYPE: PASSENGER-TRUCK PLT  
 ORGANIZATION: WS  
 STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 2G1ALBEK5E1137017      VEHICLE CLASSIFICATION: PASS  
 YR/MAKE: 2014/CHEV MODEL: EQU BODY STYLE: LL      UNIT NO:  
 EMPTY WT: 4500 CARRYING CAPACITY: 0      GROSS WT: 4500 TRAILER TYPE:  
 BODY VEHICLE IDENTIFICATION NO:      TRAVEL TRLR LNG/WDTH: 0  
 PREV OWNER NAME:      PREV CITY/STATE: ,

INVENTORY ITEM(S)      YR      FEES ASSESSED

INVENTORY ITEM(S)	YR	FEES ASSESSED	
PASSENGER-TRUCK PLT	2016	TITLE APPLICATION FEE	\$ 13.00
WINDSHIELD STICKER		TEXAS MOBILITY FUND FEE	\$ 15.00
VEHICLE RECORD NOTATIONS		SALES TAX FEE	\$ 0.00
ACTUAL MILEAGE		BUYERS TAG	\$ 5.00
E-TITLE		WINDSHIELD STICKER	\$ 101.50
MAJOR COLOR: BROWN		REG FEE-DPS	\$ 2.00
		CNRY ROAD BRIDGE ADD-ON FEE	\$ 20.00
		CHILD SAFETY FUND	\$ 3.00
		AUTOMATION FEE	\$ 2.00
		<b>TOTAL</b>	<b>\$ 161.50</b>

ODOMETER READING: 4      BRAND: A  
 OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN  
 1ST LIEN

SALES TAX CATEGORY: EXEMPT

Date of Assignment/Sales Tax Date: 07/01/2014

2ND LIEN	Sales Price \$ 3,515.00
	Less Trade In Allowance \$ 0.00
	Taxable Amount \$ 3,515.00
	Sales Tax Paid \$ 0.00
	Less Other State Tax Paid \$ 0.00
	Tax Penalty \$ 0.00
	<b>TOTAL TAX PAID \$ 0.00</b>

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

Fig. 2

County Issued  
Plate Inventory  
and Sticker  
Receipt

Fig. 2 is an example of a receipt for a dealership without plate and sticker inventory. The action button will provide "Print Receipt" in the dropdown. *Note: There is no plate number specified or sticker image at the bottom.*



When the title application is complete, click “Submit” to send it electronically to the county. Once submitted, you are returned to the Title Search page. To locate an application, use the search filters. The status of “Submit” will narrow your search to only title applications that have been submitted to the county. Use the date range to further narrow your results. When the application displays the listing of results, place your cursor over the Action button and click “Print Sticker Receipt” from the dropdown. Once the sticker receipt is printed, it will enable the lienholder receipt to be printed for the lienholder (Fig. 3).

Lienholder Receipt

**WEB DEALER ORIGINAL TITLE**

COUNTY: MCLENNAN  
→ PLATE NO: BBB0001  
DOCUMENT NO:

TAC NAME: RANDY H. RIGGS, CPA  
DATE: 11/05/2013  
TIME: 10:16AM  
USER: GUNDEALER

EFFECTIVE DATE: 11/05/2013  
EXPIRATION DATE: 10/2014  
WEB TITLE ID: 2743

RENEWAL RECIPIENT NAME AND ADDRESS  
IMA TEST  
POB 122  
AUSTIN, TX 78555

OWNER NAME AND ADDRESS  
IMA TEST  
URA TEST  
123 LAKE DR  
AUSTIN, TX 78555

VEHICLE LOCATION ADDRESS  
381 DOWNDA ST  
FLORESVILLE, TX 78554

REGISTRATION CLASS: TRUCK-LESS/EQL. 1 TON  
PLATE TYPE: PASSENGER-TRUCK PLT  
ORGANIZATION:  
STICKER TYPE: WC

VEHICLE IDENTIFICATION NO: 2013/FORD MODEL: F15 BODY STYLE: PK UNIT NO:  
EMPTY WT: 5500 CARRYING CAPACITY: 1000 GROSS WT: 6500 TRAILER TYPE:  
BODY VEHICLE IDENTIFICATION NO: TRAILER TYPE: 0  
PREV OWNER NAME: CHAMPION CHRYSLER DODGE PREV CITY/STATE: PALESTINE, TX

VEHICLE CLASSIFICATION: TRK<-1

INVENTORY ITEM(S) YR  
WINDSHIELD STICKER 2014

VEHICLE RECORD NOTATIONS  
ACTUAL MILEAGE  
E-TITLE  
MAJOR COLOR: YELLOW

FEES ASSESSED  
TITLE APPLICATION FEE 13.00  
OWNER VERIFICATION FEE 0.50  
TEXAS MOBILITY FUND FEE 15.00  
SALES TAX FEE 2,125.00  
BUYERS TAG 5.00  
PLATE TRANSFER FEE 0.00  
WINDSHIELD STICKER 54.00  
REG FEE-DPS 10.00  
CNTY ROAD BRIDGE ADD-ON FEE 1.00  
AUTOMATION FEE 2,224.50  
TOTAL 2,224.50

→ ODOMETER READING: 23 BRAND: A  
OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN  
1ST LIEN DATE: 11/04/2013  
ST ADVANTAGE FCU  
P.O. BOX 2116  
NEWPORT NEWS, VA 23609


SALES TAX CATEGORY: SALES/USE  
Date of Assignment/Sales Tax Date: 11/04/2013  
Sales Price (Less 25,000.00 rebate) 25,000.00  
Less Trade In Allowance 1,000.00  
Taxable Amount 24,000.00  
Sales Tax Paid 2,125.00  
Less Other State Tax Paid 0.00  
State Tax Penalty 0.00  
TOTAL TAX PAID 2,125.00

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

BBB0001

**10 14**

TRAVIS



DEB76118

**VOID**  
DO NOT USE/  
NO USE



Fig. 3  
Copy of the Receipt for  
the Lienholder



After the title application is approved by the county, a copy of the county approved final receipt can be printed from the Title Preview page. The county approved receipt will have a webDEALER Title ID number, a Document number, and a bar code across the top (Fig. 4).

**Final Receipt - Approved by County**

**WEB DEALER ORIGINAL TITLE**

→  →  →

→ **16100041581250000** →

COUNTY: MCLENNAN TAC NAME: SANDY H. RIGGS CPA  
DATE: 11/09/2013 EFFECTIVE DATE: 11/09/2013  
TIME: 10:51AM EXPIRATION DATE: 10/2014  
→ DOCUMENT NO: 16100041581250000 → SSN: 161-GBERNAL → WEB TITLE ID: 2749 →

RENEWAL RECIPIENT NAME AND ADDRESS OWNER NAME AND ADDRESS  
IMA TEST IMA TEST  
POB 122 URA TEST  
AUSTIN, TX 78555 123 LAKE DR  
AUSTIN, TX 78555

VEHICLE LOCATION ADDRESS REGISTRATION CLASS: TRUCK-LESS/EOL 1 TON  
121 DONDA ST PLATE TYPE: PASSENGER-TRUCK FLT  
FLUGERVILLE, TX 78554 ORGANIZATION:  
STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: VEHICLE CLASSIFICATION: TRK<-1  
YR/MAKE: 2013/FORD MODEL: F15 BODY STYLE: PK UNIT NO:  
EMPTY WT: 5500 CARRYING CAPACITY: 1000 GROSS WT: 6500 TRAILER TYPE:  
BODY VEHICLE IDENTIFICATION NO: TRAVEL TRAIL LENGTH: 0  
PREV OWNER NAME: CHAMPION CHRYSLER DODGE PREV CITY/STATE: PALESTINE, TX  
INVENTORY ITEM(S) YR  
WINDSHIELD STICKER 2014

VEHICLE RECORD NOTATIONS  
ACTUAL MILEAGE  
2-Title  
MAJOR COLOR: YELLOW

FEES ASSESSED  
TITLE APPLICATION FEE 13.00  
OWNER VERIFICATION FEE 0.95  
TEXAS MOBILITY FUND FEE 2,125.00  
SALES TAX FEE 5.00  
BUYERS TAG 5.00  
PLATE TRANSFER FEE 5.00  
WINDSHIELD STICKER 54.00  
REG FEE-OPS 1.00  
CNTY ROAD BRIDGE ADD-ON FEE 10.00  
AUTOMATION FEE 0.00  
TOTAL 2,224.90


ODOMETER READING: 23 BRAND: A  
OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN  
1ST LIEN  
151 ADVANTAGE FCU DATE: 11/04/2013  
P.O. BOX 2116  
NEWPORT NEWS, VA 23609

SALES TAX CATEGORY: SALES/USE  
Date of Assignment/Sales Tax Date: 11/04/2013  
Sales Price (Less 25,000.00 rebate) 45,000.00  
Less Trade in Allowance 5,000.00  
Taxable Amount 40,000.00  
Sales Tax Paid 2,125.00  
Less Other State tax paid 0.00  
TAX Penalty 0.00  
TOTAL TAX PAID 2,125.00

2ND LIEN  
3RD LIEN

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER.

BBB0001 

**10 14**

TRAVIS DEB76118

**VOID**  
DO NOT USE/  
NO USE

Fig. 4  
Title Application Receipt

# Payments

As titles are approved by the county for processing by TxDMV, the county will collect payment for all approved transactions. For each payment collected (either by ACH payment or check), the county will record the payment(s) and make a note in the payment details. A dealer can view the payments recorded by the county.

1. On the home page in webDEALER, hover your cursor over the “Payments” tab, click on “Payment Completed.”

**Payments Completed**

Search Filter

Reference # :

Payment Date: FROM  TO

8 payment(s) found.

Reference #	Payment Date	County	Viewed	Total Payment
<a href="#">ABCDEFG</a>	Jun 19, 2014	TRAVIS COUNTY	No	\$15,737.77
<a href="#">22212</a>	May 8, 2014	TRAVIS COUNTY	No	\$1,890.91
<a href="#">12355</a>	May 8, 2014	TRAVIS COUNTY	No	\$1,981.65
<a href="#">YYY</a>	May 7, 2014	TRAVIS COUNTY	May 7, 2014 2:41:42 PM	\$1,155.00
<a href="#">DDDD</a>	May 7, 2014	TRAVIS COUNTY	May 7, 2014 2:35:04 PM	\$2,519.00
<a href="#">BEELZEBUE</a>	May 6, 2014	TRAVIS COUNTY	May 6, 2014 4:44:18 PM	\$2,120.01
<a href="#">CHALUPAS</a>	May 6, 2014	TRAVIS COUNTY	May 7, 2014 5:55:53 PM	\$5,727.75
<a href="#">BLEPS</a>	May 6, 2014	TRAVIS COUNTY	No	\$179.13

2. Select a payment from the “Reference #” column to display the Payment Details.

**Payments Completed**

Search Filter

Reference # : [ABCDEFG](#)

Payment Date: FROM  TO

**Payment Details**

Reference #: ABCDEFG  
Total Payment: \$15,737.77  
Payment Date: Jun 19, 2014

▼ TRAVIS COUNTY 6 title(s) found.

VIN #	Deal #	Vehicle	Owner	Approved On	Penalties	Fees
1ZVP8CF9D5271306	167318	2013 FORD MUS	SCOTT R RAYS	Feb 12, 2014	\$135.26	\$1,526.64
2FMDK3GC2DBA48058	2724	2013 FORD 123	JOSE BANDIN	Jun 17, 2014	\$178.69	\$2,043.57
2G1WA5E38E1135182	---	2014 CHEV LSL	JOHN JACOB	Jun 12, 2014	\$0.00	\$4,416.90
KM8SC13E75U995585	---	2014 HYUN SAN	JOHN JACOB	Jun 17, 2014	\$0.00	\$837.00
JTJZK1BA6E2436759	4515	2014 LEXS RX	RALPH SANDERS	Jun 17, 2014	\$281.72	\$3,595.66
1G1JA5SH2D4268471	22	2014 CHEV CHE	MY BIG BUSINESS FIRST NAME MIDDLE LAST NAME	Jun 12, 2014	\$0.00	\$3,318.00
<b>Total:</b>					<b>\$595.67</b>	<b>\$15,737.77</b>

---

# *Appendices*

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## Appendix 1 - Importing DMS Files

---

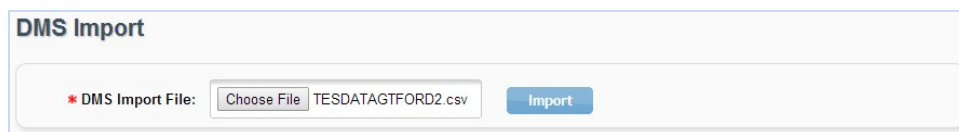
Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found on pages 32-33.

Importing Dealer Management System (DMS) files make completing title applications much quicker and helps to eliminate data entry errors. Follow the steps below to import vehicle records.

### To import a DMS file

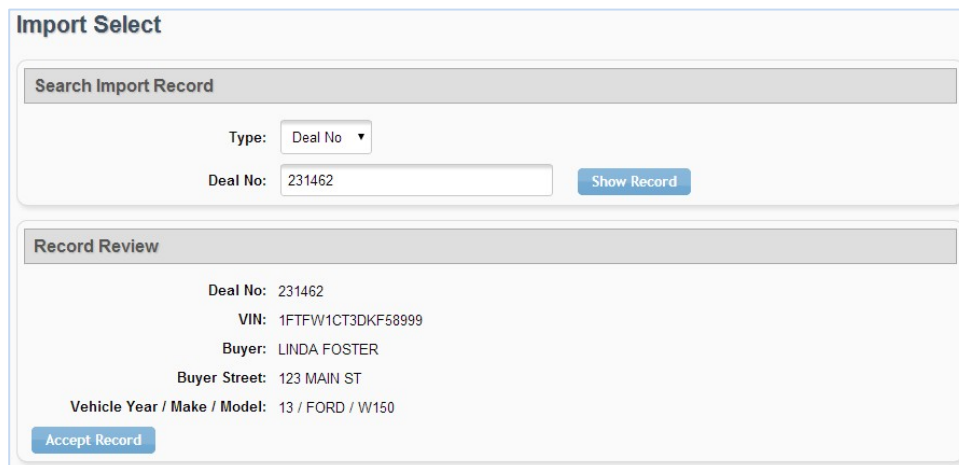
---

1. On the Home page, select “DMS Import” from the Titles Activity Box.  
From any other page, place your cursor over the “Titles” tab and click “DMS Import” from the dropdown.
2. Click “Choose File” or “Browse” to locate the file to import. *Note: Depending on your browser, the “Choose File” button may appear within the file location or next to the “Import” button.*
3. Locate the file, and double click on it.
4. The text box populates with the file name.



The screenshot shows a form titled "DMS Import". It contains a label "DMS Import File:" followed by a text input field containing "TESDATAGTFORD2.csv". To the left of the input field is a "Choose File" button, and to the right is an "Import" button.

5. Click “Import.”
6. From the File Type dropdown, select “Deal #” or “VIN” to retrieve the record.
7. Enter the number to locate and click “Show Record.”



The screenshot shows a form titled "Import Select". It has two main sections. The first section, "Search Import Record", contains a "Type:" dropdown menu set to "Deal No", a "Deal No:" text input field containing "231462", and a "Show Record" button. The second section, "Record Review", displays the following information: "Deal No: 231462", "VIN: 1FTFW1CT3DKF58999", "Buyer: LINDA FOSTER", "Buyer Street: 123 MAIN ST", and "Vehicle Year / Make / Model: 13 / FORD / W150". At the bottom of this section is an "Accept Record" button.



8. The Record Review displays the record to validate before it is imported. If it is the correct record, click "Accept Record."
9. The message "[Successfully Imported](#)" displays.
10. You can import records one at a time, or continue to import as many records as you like.

If you choose to only import one record, click "Seller Disclosure" or "Title Preview" to see the vehicle information and begin the title application.

*Note: When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place in to webDEALER. When you return to webDEALER to import additional records, all records in the original file will be listed, including the ones imported earlier.*

By selecting the status of "Import" on the Title Search page, all records that have been imported but not used to create an application will be listed. By using the status of "Import" and giving a date range, all files that have been imported (meeting your other search criteria) will be listed.





## Appendix 2 – Requirements for Use of the Electronic Buyer's Acknowledgement

---

1. Buyer must electronically acknowledge the buyer acknowledgement on the webDEALER Buyer Acknowledgement Login website. This can be done on most computer and mobile browsers. The electronic buyer acknowledgement replaces the buyer's signature on the Form 130-U and the odometer disclosure.
  - Only the buyer may interact with the buyer acknowledgement process.
  - After 3 failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgement Login website for 24 hours.
  - Once the buyer acknowledgment has been acknowledged and submitted, it cannot be accessed again.
2. Buyer must have a current, valid Texas Driver License/ID.

*NOTE: If the buyer has recently renewed their Texas Driver License/ID, or changed their name or address, and attempts to purchase a vehicle before the new Texas Driver License/ID arrives, the system will not be able to verify the Texas Driver License/ID. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person's identity. However, an expired Texas Driver License/ID can be used for webDEALER's Form 130-U Upload method, provided it is one of the TxDMV's acceptable forms of identification.*
3. If there is a 2<sup>nd</sup> owner (co-buyer), both buyers must meet the Texas Driver License/ID requirements, and both must sign the Form 130-U. Only one of the buyers will have their Texas Driver License/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.
4. Only one trade-in is allowed.
5. For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.
6. Leased vehicles can be processed with the stipulation that the leasing company representative completes the buyer acknowledgement (having a current valid Texas Driver License/ID).



### Appendix 3 - Title Data File Format for Import

The Export / Import file is a comma-separated values file (CSV). If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website:

<https://webdealer.txdmv.gov/title/dmsFileCheck.do>

Pos	Field	Import Requirement	Format
1	Deal_No	Required	
2	Sale_Type	Required	"P" = Purchase "L" = Lease
3	Sale_Date	Required	Any date format
4	New_Used	Required	"New" or "Used"
5	Original_Price (Retail)	2 of the 3 fields required	
6	Rebate_Amt		
7	Sales_Price (after rebate)		
8	Trade1_Amt	Optional	
9	Trade1_VIN	Optional	
10	Trade1_Make	Optional	
11	Trade1_Model_Year	Optional	
12	Trade2_Amt	Not used	
13	Trade2_VIN	Not used	
14	Trade2_Make	Not used	
15	Trade2_Model_Year	Not used	
16	VIN	Required	
17	Vehicle_Class	Optional but required in webDEALER	"C" = Car "T" = Truck
18	Make	Optional but required in webDEALER	
19	Model	Optional but required in webDEALER	
20	Model_Year	Optional but required in webDEALER	
21	Body_Type	Optional but required in webDEALER	
22	Empty_Weight	Optional but required in webDEALER	
23	Major_Color_Cd	Optional but required in webDEALER	
24	Minor_Color_Cd	Optional	
25	Odometer_Reading	Required	
26	Owner1_Full_Name	Required	
27	Owner2_Full_Name	Optional	
28	Owner_Street1	Optional but required in webDEALER	

29	Owner_Street2	Optional	
30	Owner_City	Optional but required in webDEALER	
31	Owner_County	Optional but required in webDEALER	
32	Owner_State	Optional but required in webDEALER	
33	Owner_Zip_Cd	Optional but required in webDEALER	
34	Owner_Zip_Cd_P4	Optional	
35	Owner_Country	Optional	
36	Owner_Postal_Cd	Optional	
37	Owner_Email_Address	Optional	
38	Owner_Phone	Optional	
39	Lien_Date	Optional but required in webDEALER	
40	Finance_Company	Optional	"Cash", or Finance Company Name or Abbreviation
41	Certified_Lien_No	Optional but may be required in webDEALER	
42	Lien_Name1	None of these fields are required, and not necessary if Certified Lien No is provided.	
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2		
46	Lien_City		
47	Lien_State		
48	Lien_Zip_Cd		
49	Lien_Zip_Cd_P4		
50	Lien_Country		
51	Lien_Postal_Cd		
52	Recipient_Full_Name	Optional	
53	Recipient_Street1	Optional	
54	Recipient_Street2	Optional	
55	Recipient_City	Optional	
56	Recipient_State	Optional	
57	Recipient_Zip_Cd	Optional	
58	Recipient_Zip_Cd_P4	Optional	

## Appendix 4 - Error Messages

---

Error #	Error Message
11	License Plate Number is invalid
182	No Record Found
2102	Item Not Found
2103	Invalid Vin
5600	VIN must be 17 characters
5601	A record with this VIN already exists
5602	Mainframe is unavailable
5603	This license plate cannot be transferred at this time
5604	This license plate cannot be transferred at this time
5605	This license plate cannot be transferred at this time
5606	This license plate cannot be transferred at this time
5607	This license plate cannot be transferred at this time
2360	WEBDEALER TRANSACTION NOT SUCCESSFUL
5610	Major color and minor color cannot be the same
5611	{0} is required
5613	Invalid VIN
5614	Date must be in MM/DD/YYYY format
5615	{0} is Invalid
5617	Please select the vehicle for this title
5618	Start and End Dates cannot be before today
5619	End Date must be after the Start Date
5621	Invalid Character, must be alphanumeric, space, or #():;?,&*/+
5622	Invalid state abbreviation
5623	Invalid country abbreviation
5624	Maximum 9 characters
5625	Maximum 19 characters
5626	Maximum 30 characters
5627	Maximum 32 characters
5628	Must be 17 characters
5629	Zip code format is 5 characters plus 4
5631	Invalid lienholder ID
5633	No result(s) found
5634	Vehicle data is not present
5635	Invalid Login
5636	Invalid Login
5637	You do not have authorization for that action

## Appendix 3 - Error Messages (Continued)

Error #	Error Message
5638	You are logged out of webDEALER
5639	The webDEALER system is currently unavailable
5640	An error occurred while trying to process your request
5641	You are not logged in or your session has expired due to inactivity
5642	An error occurred while trying to process your request. Please try again later.
5643	{0} is not valid for ELT
5646	{0} is only valid for ELT
5649	The maximum sales price for a vehicle is 99,999,999.99
5650	An exception occurred while save or update
5651	GDN not found
5652	License for GDN is expired
5653	You must provide an email address if eReminder is selected
5655	The amount must be less than \$100,000
5656	The amount must be greater than \$0
5657	Cannot select minor color without major color
5658	Incomplete address
5660	Computed gross weight (Empty weight + Carrying capacity) must be within the range {min} and {max}
5661	Last 8 digits of the VIN is required
5662	Last 8 digits of the VIN is incorrect
5663	Please certify by selecting the provided checkbox, then select 'I Agree'
5664	The file location is invalid
5665	Unable to create directory
5666	Maximum title limit for {0} county reached. No new title requests can be started.
5667	Please select Search and verify the provided Special Plate Information
5668	The import file is in an invalid format
5670	MCO FILE: {0} was not found
5672	Can void title only if the title is in-progress status
5673	An exception occurred while retrieving MCOs from the database
5674	An exception occurred while removing MCOs from the database
5676	The maximum number of MCO files allowed is two
5677	The MCO must be a PDF
5678	Buyer ID information not verified
5679	DATE cannot be more than 1 year in the past
5680	Minimum amount is \$5.00
5682	Must be numeric
5683	Incorrect title application - Please verify the VIN and Deal #
5684	Title application is not available for seller disclosure
5685	VIN must be 17 characters
5686	RTS Transaction is not available - Please contact your County Administrator
5687	File or directory is not present to print sticker - Please contact your County Administrator

## Appendix 3 - Error Messages (Continued)

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Error #	Error Message
5688	Invalid model year returned. Accepted year = {0}
5689	An application is already in progress for {0}
5690	A title for {0} has been returned
5691	Trade In Year Model Invalid
5692	The VIN in the import record contains invalid characters
5696	Please Compute the Fees before saving, or press Cancel to return to Preview
5697	DATE cannot be more than 1 day in the future
5698	DATE cannot be more than 1 day in the future
5699	A title for {0} has been previously submitted
5700	Rebate is not allowed when Sales Tax Category is Exempt
5701	Trade in allowance is not allowed when Sales Tax Category is Exempt
5702	Import not allowed when there is more than one trade in - Please process a Form 130-U
5703	You are not authorized to access this Dealer
5704	This license plate cannot be transferred - Please issue a new license plate
5705	Your account is locked. Please contact your administrator
5709	A title for {0} was already imported
5710	The VIN entered for the import search contains invalid characters ({0})
5712	A title for {0} has been approved
5714	Only one electronic certified lien holder is allowed per title
5715	No dealer accounts found

## Appendix 4 -Equipment Requirements

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In order for the implementation to be successful, each location must have the proper equipment and infrastructure necessary for the webDEALER application.

### Operating System

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This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and Unix may be able to run the application, but will not be supported.

### Internet Connection





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This application requires access to the Internet; a high speed Internet connection is recommended.

### Web Browsers

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The system was designed to be compatible with the latest web browsers.

<u>Web Browser</u>	<u>Website</u>	<u>Version Requirements</u>
 Internet Explorer	<a href="http://www.microsoft.com/ie">www.microsoft.com/ie</a>	Internet Explorer versions 8.0 and later <i>Note: Compatibility Mode should be turned off</i>
 Firefox	<a href="http://www.mozilla.com/firefox">www.mozilla.com/firefox</a>	Latest version
 Safari	<a href="http://www.apple.com/safari">www.apple.com/safari</a>	Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
 Chrome	<a href="http://www.google.com">www.google.com</a>	Chrome is a freeware web browser developed by Google.

You may visit any of the browser's websites to confirm that you have the latest version installed. To check your browser version on a Windows machine, open the browser and click "Help," "About [Browser Name]" where [Browser Name] is the name of the browser you are using.

## Appendix 4 -Equipment Requirements (Continued)

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### Adobe Acrobat Reader

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[Adobe Acrobat Reader](#) is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save these documents. If you don't already have the program installed, you may [click here to download Adobe Acrobat Reader](#).

### Printer Requirements

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Printers used to print registration stickers must meet the following minimum specifications:

- Printer must be laser technology
- Media size must support, at the minimum, 8.5 x 11 in
- Memory: 32MB
- Processor Speed: 400MHz
- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v 1.4) printing
- Print Speed: Up to 30ppm, exact speed varies depending on the system configurations, software program, and document complexity
- Print Resolution, black: up to 1200 x 1200 dpi
- The laser jet printer fuser modes must have the capability to adjust heat range (from low, normal, high) in order to impose print on the documents
- The laser jet printer needs to come with LPT and/or USB connections based on computer system needs
- Printer must have the capability to adjust the X Y setting to compensate for alignment

Printers must be on the approved list provided by the TxDMV or be approved by the county. Please contact your county tax office for a list of approved printers.

County tax offices may choose to approve printers that are not on the list of department approved printers. Alignment is the most frequent challenge encountered with other printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. Counties will decide how many test stickers should be printed for their review, and sticker paper used for testing should also be taken in to consideration.

## Appendix 4 -Equipment Requirements (Continued)

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The following criteria should be followed when verifying test sticker appearance:

1. Ensure proper alignment on all print areas of the sticker paper.
2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

### Scanner Requirements

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The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable, could delay processing.

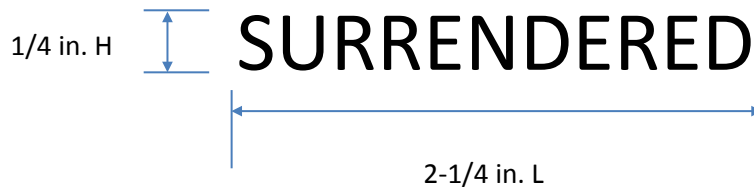
Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

### “Surrendered” Stamp

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Each location must have a Surrendered stamp for MCOs.

- Ink: Black
- Text: Arial
- Size: 1/4 in. H x 2-1/4 in. L







## Appendix 5 –Support Information

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Issue	Contact	Contact Information	Hours
Title/Registration Questions	County Tax Office	Local phone or email	Local Hours
System Process or Business Policy/Procedure	TxDMV Regional Service Center	Local phone or email	Monday – Friday 8:00 AM – 5:00 PM
webDEALER System Issues	TxDMV IT Service Desk	(877) 933-2020	Monday – Friday 7:00 AM – 7:00 PM Saturday 8:00 AM – 3:30 PM